

# Personal Data Breach Advisory

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a recent incident involving a potential breach of your personal data.

On [insert date of breach discovery], we discovered that [provide a brief description of the incident]. This incident may have affected your personal data, including [list types of personal data affected, e.g., names, email addresses, etc.].

We take the security of your data very seriously and have implemented measures to address this issue, including [describe any immediate actions taken].

We encourage you to take the following steps to protect yourself:

- Change your passwords for any accounts that may be affected.
- Monitor your financial statements for any unusual activity.
- Consider enrolling in identity theft protection services.

If you have any questions or require further assistance, please do not hesitate to contact us at [insert contact information].

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]